22 March 1966

MEMORANDUM FOR: Chairman, Study Group

SUBJECT: Agency Procedures for Handling Messages

REPORT OF WORKING GROUP

Members:

25X1A

- Cable Secretary
- FI/D/DD/P
- FI/DD/P
- OSA/DD/S&T
- OCR/DD/I
- NPIC/DD/I
- OC/DD/S
- OC/DD/S

    1.   The Working Group was convened on 11 March and met several times thereafter.

    2.   We have attached a draft of a report listing changes which we recommend. Some of the changes could take place immediately, others would require considerable time in order to avoid the destruction of stocks of forms on hand.

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Chairman

Attachment
    Draft of Recommended Changes

SECRET

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT   : Review of CIA Message Procedures

1. As requested in your Memorandum of 2 March 1966, a Study Group was convened for the purpose of reviewing procedures for processing CIA messages. Representatives of each Directorate participated in the study, and our conclusions are presented in the attached paper.

2. The Study Group confined itself to (a) reviewing procedures used among the Directorates for numbering and identifying Agency messages and (b) examining methods for showing transmitting and/or receiving times on messages. Some of the changes recommended by the Study Group can be accomplished immediately, others will require a period of months. Both the Cable Secretariat and the Signal Center are currently considering the use of automatic processing equipment, and if such equipment should be used still further improvement in formating and positioning of essential data could be made.

3. The Group reviewed the processing of CIA messages. Messages from other departments and agencies are formated by the originating office, look different from our messages, and for the most part cannot be changed in CIA. CODIB is the USIB Committee concerned with document processing in general, including such header control as number and identification from the inter-agency standpoint. Possibly some standardization in message numbering and formating could be effected through them.
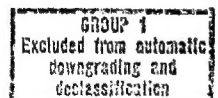
4. It is recommended that the findings of the Group be approved. It is also recommended that the changes being made to facilitate message identification be disseminated to all levels within CIA. The Director of Communications is prepared to arrange briefings for individuals or groups interested in the handling of CIA messages.

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Director of Communications

Attachment
Conclusions

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Next 4 Page(s) In Document Exempt